

**USAF Human Resource Management School,
Civilian Personnel Management Division**

Guest Instructor/Speaker Data Sheet

The following data is required to reserve billeting accommodations, arrange airport pickup, and (for SES speakers), accomplish TDY orders.

Name:

Course:

SSAN:

Pay Plan:

Series:

Grade:

Email address:

Phone:

Fax:

Work Address:

Government travel card:

Number of days TDY:

Mode of travel:

Airline:

Flight number:

Flight arrival date and time:

Flight departure date and time:

Need pickup at airport:

Have rental or pov:

Special accommodations (such as handicapped access room):